

*The University of Belize*  
*Faculty of Management and Social Sciences*  
*Department of Management*

**Course # :** **MGMT373**  
**Title :** **Human Resource Management**  
**Instructor:** Kevin Geban, M.Phil., University of Sunderland, England, UK  
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**Office Location:** FMSS Faculty Offices: N14  
**Consulting:** Same as Office Hours  
**Telephone :** 223-0256 ext. 135  
**Location and Time:** Section 1 Room S12 TU 5:30 – 6:45pm  
Section 2 Room S12 TU 7:00 – 8:15pm  
Section 3 Room S11 MW 2:00 – 3:15pm

**Required Text:** Human Resources Management by Gary Dessler, 9<sup>th</sup> Edition, 2003  
**Supplementary materials:** The Management of Human Resources by D. Cherrington, 1995  
Business Week magazine, Mcgraw Hill Publishing  
HR Magazine, Society for Human Resource Management

*Some great men owe most of their greatness to the ability of detecting in those they destine for their tools the exact quality of strength that matters for their work.*

*Joseph Conrad (1857–1924), Polish-born English novelist. Marlow, in Lord Jim, ch. 42 (1900).*

### **Classroom Management Policies**

#### Attendance/Punctuality

Students are responsible for attending and being punctual at all class sessions. Absences will affect their performance.

Attendance will be taken at each session. A sign-up sheet will be circulated at the beginning of each session. You are only to sign up in the space provided next to your name. NO ONE IS ALLOWED TO SIGN FOR ANYONE ELSE. IF YOU DO SO, IT WILL BE DEEMED DISHONEST AND DEALT WITH ACCORDINGLY.

Tardiness is a distraction. If you must be late, please enter the room as quietly as possible and take a seat near the door. You may pick up any papers that were handed out or returned at the end of the session. Remember that quizzes are given at the beginning of the class sessions and are not repeated.

**There will be no automatic make-up quizzes or tests. Consult policy in student handbook, 2005 - 2007**

### Electronic Devices:

- All Electronic Devices should be turned off with the exception of cell phones that can be placed on vibration mode. Students can choose to leave room to answer their phones.
- No recording of lectures should be done without the permission of the lectures.

### Classroom Conduct:

- No smoking and eating in the classroom.
- No talking/reading or doing other things that is unrelated to class during class time.

### Language:

- Since English is the official language of Belize, you are expected to speak and write Standard English in the classroom. Points will be subtracted for papers that have grammar and punctuation errors.

## **Course Description**

Human Resource Management covers the objectives, functions, and organization of personnel programs. The student will study in detail the human resource functions of selection, employee performance, training and development, and appraisal systems among others. Where applicable, these topics will be highlighted and expanded upon in the Belizean organizational context.

The student will have a sound knowledge of the responsibilities and functions of the human resource department and know how to apply these concepts to make a more efficient and effective organization.

## **Course Objectives**

At the end of the course students will be able to:

- ✚ Explain the importance of job analysis for various organizational functions; and describe techniques of conducting an accurate job analysis
- ✚ Describe the major methods of recruitment and selection and explain important limitations of these methods
- ✚ Explain the importance of socialization, orientation, training and development and describe the most effective and appropriate techniques for specific situations
- ✚ Explain the importance of performance appraisal and describe techniques of designing and conducting accurate and useful performance appraisals
- ✚ Explain the relationship between motivation and compensation and explain how organization, may establish and equitable, efficient and effective compensation system for all of its employees
- ✚ Describe the elements of a good safety and health program
- ✚ Describe the elements of an effective disciplinary procedure
- ✚ Describe the process of conflict management and resolution

## Grading Scheme

Quizzes ( 2 of 3)	50 points
Assignments (2)	50 points
2 Tests	200 points
Final Exam	200 points

Tests and quizzes will be based on materials and learning objectives of the previous lectures, class discussions and readings.

## Course Outline

Week 1	The Role of Human Resource Management and Strategy Chapter 1
Week 2	Conducting Effective Job Analysis Chapter 3
Week 3	Human Resource Planning Chapter 4
Week 4	Recruitment Chapter 4
Week 5	The Selection Process Chapter 5 and 6 <b>TEST #1 Feb. 10<sup>th</sup> and 11<sup>th</sup></b>
Week 6	Training and Development Chapter 7
Week 7	Training and Development Chapter 7
Week 8	Organizational Change and Development Chapter 8
Week 9	Performance Appraisal Chapter 9
Week 10	Performance Appraisal Chapter 9
Week 11	Compensation Management Chapter 11 <b>TEST #2 April 7<sup>th</sup> and 8<sup>th</sup></b>
Week 12	Compensation Management: Financial Chapter 12
Week 13	Compensation Management: Non-Financial Chapter 13
Week 14	Labour Relations and Collective Bargaining Chapter 14
Week 15	Managing Global Human Resources Chapter 15

**NB:** The material and policies outlined above are tentative and are subject to minor changes. You will be informed well in advance if such changes are necessary. Although the course outline is modeled from the text, note that your lecturers will be using supplementary materials for your lectures. Pay keen attention to lectures and it is imperative that you read.